

City of Saint Paul Workplace Complaint

Incident Form

Today's Date _____

Date of Incident _____

Name of Complainant _____

Department and Telephone Number _____

Name of Respondent _____

Department and Telephone Number _____

Statement of complaint _____

Complaint Received by _____ **Title** _____ **Department** _____

Complaint Reviewed by _____ **EAA Supervisor** **Date** _____

Department/Office Director _____ **Date** _____

Director of Human Resources _____ **Date** _____

(HR Letterhead)

NOTICE TO COMPLAINANT

HAND DELIVERED

TO: (Name of Complainant)

FROM: (Director of Human Resources)

DATE:

RE: COMPLAINT OF (name of Complainant)

This memo is to advise you that (name of investigator) is assigned to investigate the above-referenced complaint. The investigation will be conducted on (dates) and a written report will be given to me on (date). Based on the results of that investigation, I will determine what action is appropriate.

If you have any concern that (name of investigator) will not conduct a fair and impartial investigation, notify me immediately.

You are to cooperate with the investigation, appear for your interview, and answer all questions truthfully.

The investigation will be conducted as discreetly as possible. Do not discuss this situation, except with (name of investigator) until the investigation is complete.

The City of Saint Paul does not tolerate offensive or discriminatory behavior, and it does not tolerate any retaliation towards one who complains about such behavior. Should either of these occur at any time, please let your director know so that the situation can be stopped.

Sincerely,

Human Resources Director

c: Gail Langfield, Office of City Attorney
Department Director

(HR Letterhead)

NOTICE TO RESPONDENT

HAND DELIVERED

TO: (Name of Respondent)

FROM: (Human Resources Director)

DATE:

RE: COMPLAINT OF (name of Complainant)

This memo is to advise you that I have received information concerning the alleged violation on your part of the City's Workplace Conduct Policy. (Name of investigator) is assigned to investigate this matter. The investigation will be conducted on (dates) and a written report will be given to me on (date). Based on the results of that investigation, I will determine what action is appropriate.

If you have any concern that (name of investigator) will not conduct a fair and impartial investigation, notify me immediately.

You are to cooperate with the investigation, appear for your interview, and answer all questions truthfully.

The investigation will be conducted as discreetly as possible. You are directed not to discuss this situation, except with (name of investigator) until the investigation is complete.

The City of Saint Paul does not tolerate retaliation towards anyone who complains about offensive or discriminatory behavior. Do not take any retaliatory or hostile action towards (name of Complainant). **(Optional; add only if violent behavior has occurred)** Do not have any contact whatsoever with (name of Complainant) until the investigation is complete.

Sincerely,

Human Resources Director

c: Gail Langfield, Office of City Attorney
Department Director

(Department's Letterhead)

INVESTIGATION RESULTS TO HR DIRECTOR

HAND DELIVERED

TO: Human Resources Director, City of Saint Paul

FROM: (Department or Office Director)

DATE:

RE: COMPLAINT OF (Complainant)

My review of the results of the investigation leads me to conclude that the complaint should be (substantiated) (unsubstantiated).

If substantiated, disciplinary action taken:

Dates for follow-up:

c: Gail Langfield, Office of City Attorney

(Department's Letterhead)

INVESTIGATION RESULTS TO COMPLAINANT

HAND DELIVERED

(Date)

(Complainant)

RE: Complaint regarding Workplace Conduct Policy

Dear:

On (date) you informed us of certain behavior by (name of Respondent) which lead to an investigation under the City's Workplace Conduct Policy. That investigation was completed on (date). My review of the results of the investigation leads me to conclude that the complaint should be (substantiated) (unsubstantiated).

IF SUBSTANTIATED: As a result, I will take appropriate action. In addition, (NAME OF RESPONDENT) was directed that the behavior must stop. (S/He) was also directed not to take any hostile or retaliatory action towards you.

The City of Saint Paul does not tolerate offensive, violent, or discriminatory behavior, and it does not tolerate any retaliation towards any who complain about such behavior. Should either of these occur at any time, please let me know so that I can respond and stop it. Also I will contact you three months from now to make sure you have not suffered any such behavior.

Sincerely,

(Department or Office Director)

c: Gail Langfield, Office of City Attorney
Human Resources Director

(Department's Letterhead)

INVESTIGATION RESULTS TO RESPONDENT

HAND DELIVERED

Date

(Respondent)

RE: Complaint regarding Workplace Conduct Policy

Dear:

On (date) I became aware of allegations of behavior on your part which, if true, would violate the City Workplace Conduct Policy. This led to an investigation that was completed on (date). My review of the results of the investigation leads me to conclude that the complaint should be (substantiated) (unsubstantiated).

IF SUBSTANTIATED: I find that you did the following: *(description of the behavior)*.

Based on this finding, I have determined that *(description of discipline)*.

[Inform Respondent of any procedural rights s/he may have under civil service, collective bargaining agreements or veteran's preference].

Further you are directed that this behavior must stop, or more serious discipline, including termination, may occur.

The City of Saint Paul does not tolerate offensive, violent or discriminatory behavior, and it does not tolerate any retaliation towards any who complain about such behavior. You are directed not to take any hostile or retaliatory action towards (Complainant).

Sincerely,

(Department or Office Director)

c: Gail Langfield, Office of City Attorney
Human Resources Director

(Revised 11/03)

(Department's Letterhead)

THREE-MONTH FOLLOW-UP REPORT

TO: Human Resources Director, City of Saint Paul

FROM: (Department or Office Director)

DATE:

RE: COMPLAINT OF (Complainant)

This is the report concerning the three-month follow-up of the above-referenced complaint. On (date, name) spoke with the Complainant. S/he stated that the offensive behavior (has) (has not) stopped. S/he also stated that there (has) (has not) been any hostile or retaliatory conduct.

(If there has been further misbehavior, the director should describe the behavior, and describe the actions taken to stop the behavior.)

Sincerely,

Department Director or Office Director

c: Gail Langfield, Office of City Attorney